Department of Education and Early Childhood Development

Start of School Year Enrolment Collection 2014 User Guide

Introduction

The enrolment figures supplied for the Start of School Year Enrolment collection are used for reporting, facilities management and resourcing purposes.

Schools are requested to provide the following information:

- Preliminary student Student Resource Package (SRP) funded enrolments for each **year level** and **campus** for the 2014 school year;
- Preliminary non-SRP funded enrolments for the 2014 school year.

Please be careful **not** to include non-SRP funded enrolments in SRP funded year level enrolments.

Schools are required to submit the Start of School Year enrolment figures for the **2014 school year** by **10am Thursday, 30 January 2014**.

Steps for Submitting 2014 Enrolment Numbers

Please follow the steps below to submit your 2014 student enrolment numbers.

1. Log into the Start of School Year Data Collection 2014 at: https://www.eduweb.vic.gov.au/ppsosy/Collection.aspx

   You will need to use one of the following edumail accounts:
   - School,
   - Principal or
   - Business Manager

2. Please check and complete the following information on the Data Entry Web Page:

Full Time Equivalent (FTE) figures for each year level

The webpage has been pre-populated with the data collected from your school during the August 2013 census. Please see Appendix 1 for a sample of how the web page should appear.

To override the default set of numbers, delete the number in the box and enter the correct full time equivalent (FTE) SRP funded students for each respective year level.

If you do not see any default numbers then please enter a figure in each box shown on the screen.

For multi-campus schools, each campus will be presented in a separate box on the same web page.

Enter 0 for year levels where there are no enrolments. The web page will not save properly if some boxes are left blank.

Total FTE

Please check that the year level numbers and total FTE accurately reflect the current FTE student enrolments for the 2014 school year.

Enter the preliminary total number (FTE) of non-SRP funded students (if applicable) in the required box. *Please ensure that non-SRP funded students **are excluded** in the year level numbers*.

Contact details

Please enter the name and phone number of the person who should be contacted for any queries related to the data and information provided (this is usually the Principal).

Comments

If necessary, any additional notes and comments about the data can be typed in the comments box.

3. Submit your data

When you have completed checking or inputting the required figures and information, press the submit button at the bottom of the page.

If you have not changed any of the data or not changed the data for one or more campuses at a multi-campus school, you will receive the following message:

"You have chosen to submit the data unchanged. Do you wish to continue?"

Press OK to continue with the submission.

Additional Information and Support

In case of technical problems or for additional queries regarding the Start of School Year Enrolment collection, please contact the Census Hotline:

Telephone:	(03) 9637 3225
Fax:	(03) 9637 2830
Email:	census@edumail.vic.gov.au

Electronic copies of related documents including the current guidelines can be found at:

www.education.vic.gov.au/school/principals/management/Pages/cencus.aspx

Please note: if you revisit the web page after telephoning or faxing the data to the Census Hotline then you should see "**Last Data Entry: Centrally Adjusted (February 2014)**" displayed on the web page.

Appendix 1: Sample Data Entry Web Page

John Citizen - Primary School

Start of School Year data collection - 2011

Principals are asked to preliminary SRP funded enrolments for each year level and campus for the 2011 school year. Also required is the total preliminary number of non-SRP funded enrolments for the 2011 school year. Please ensure that non-SRP funded enrolments are not included in SRP funded year level enrolments. Data is required by 10am Monday, 7 February 2011.

School No:	Primary School (9999)
Campus No:	Primary School (1)
Last Data Entry:	Default Value (from August 2010 Principal Projections)

Level	**Number of Students (FTE)**
Prep	0.0
Year 1	1.0
Year 2	2.0
Year 3	3.0
Year 4	4.0
Year 5	5.0
Year 6	6.0
Year 7	0.0
Year 8	0.0
Year 9	0.0
Year 10	0.0
Year 11	0.0
Year 12	0.0
Ungraded	0.0
Total Funded	**21.0**
Total non-funded students	1.0
Total FTE	**22.0**

Contact name:

Contact phone:

Comment:

Submit